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11 December 1957

IAC AD-HOC SUB-COMMITTEE ON INFORMATION PROCESSING

MEMORANDUM FOR: Chairman, Ad-Hoc Sub-Committee on Information Processing

SUBJECT : Final Report of the Working Group on Citation of Document Enclosures.

1. Submitted herewith is subject report which was approved by the members of the Working Group on 11 December 1957.

2. The Group agreed that standards for the citation of enclosures are desirable. It appears, however, that full compliance with the standards proposed here may be onerous in some cases and it was the consensus that reporting officers be permitted some discretion in this regard.

3. I am pleased to report that Lieutenant Commander Ferguson/ONI has already incorporated the proposed citation procedures in a draft of a complete revision of U.S. Navy Intelligence Collection Instructions. Publication of the instructions in a brochure for distribution to reporting officers and to staff who prepare reports at overseas stations might also be useful.

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Chairman

Attachment: Final Report

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## WORKING GROUP ON CITATION OF DOCUMENT ENCLOSURES

### Final Report

#### 1. Problem:

- a. To investigate current practices among the IAC agencies regarding the citation of enclosures to despatches, information reports, and other intelligence documents.
- b. To develop recommendations acceptable to the agencies concerned regarding uniform elements of citation and their entry on the transmitting document.

#### 2. Facts bearing on the problem:

- a. Definitions of the term "enclosure" vary among the IAC agencies, although they may coincide in many respects.
- b. There is lack of uniformity among the IAC agencies on the following elements of citation:
  - (1) Position of citations on transmitting documents.
  - (2) Listing and numbering of multiple enclosures.
  - (3) Entry of publication source, title or description of content, publication date, physical form, language, security classification, and number of copies transmitted.
- c. Document processing personnel, research analysts, and others frequently have to read a whole report in order to derive enclosure citation information which may be fragmentary nevertheless.
- d. It is presently difficult and time consuming to determine which enclosures of several accompany a transmitting document when some are attached and some not.
- e. Inadequate citation makes more difficult the fulfillment of inter-library loan requests.

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3. Discussion:

- a. Although it was not possible to obtain agreement on a definition of the term "enclosure", it was possible, nevertheless, to achieve results based upon a rule of thumb understanding of what was meant. It included what are also termed "attachments" and "on file" material. Variations in definition will continue to affect citation practices, however.
- b. Some of the policies and elements of citation proposed are merely a restatement of current practices in one or more member agencies. It is considered desirable, nevertheless, that there be a complete statement to include matters that are only derivative or prescribed in general terms.
- c. The Working Group has summarized current IAC definitions of the term "enclosure" and compiled a comparison of enclosure practices. It has also tabulated data which reveal the magnitude of current problems relating to the physical control of enclosures. This information will be useful to future working groups considering those matters.
- d. The Working Group discussed certain procedures which necessarily have a bearing upon enclosure citation such as publications procurement, enclosure labeling, and a standard reporting form. Since these topics are not within its terms of reference, no conclusions or recommendations are offered concerning them. These discussions were reported in the summary minutes of meetings.

4. Conclusions and recommendations:

a. Findings:

After investigation and considerable discussion of the pertinent facts, and after consideration of problems resulting from variations in practices, it was concluded that:

- (1) The procedure for citing enclosures should be described in detail in each agency's collection regulation or manual. The instructions should contain internal cross reference to related sections on specialized forms such as photographs.
- (2) Enclosures should be listed at a prescribed position on the transmitting document in numerical sequence.

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- (3) When there are multiple enclosures, each publication, document, map, chart, photograph, and other enclosure material should be listed separately by physical entity rather than grouped by physical form. Multiple copies of the same enclosure should be treated as one enclosure for this purpose.
- (4) Each listing of a documentary enclosure should contain the following elements:
  - (a) Issuing agency and all subordinations necessary to identify the publication source.
  - (b) Report number assigned by issuing agency.
  - (c) Publication date.
  - (d) Title or subject in original language with translation or transliteration as appropriate.
  - (e) Security classification and dissemination controls.
  - (f) Number of copies transmitted if more than one.
- (5) Each listing of a periodical should contain the following elements:
  - (a) Issuing agency if published by a government agency or private society or institute.
  - (b) Periodical title in original language with translation or transliteration as appropriate.
  - (c) Volume, number, and date of issue.
  - (d) Security classification and dissemination controls.
  - (e) Number of copies transmitted if more than one.
- (6) Each listing of a book or pamphlet should contain the following elements:
  - (a) Author.
  - (b) Title in original language with translation or transliteration as appropriate.
  - (c) Edition.
  - (d) Imprint (place, publisher, and date).

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- (e) Volume number if applicable.
- (f) Security classification and dissemination controls if any.
- (g) Number of copies transmitted if more than one.
- (7) Each translation listed should be cited in accordance with the format of the original, e.g., book, periodical.
- (8) Each listed photographic enclosure submitted for photo intelligence purposes, and not merely as an illustration, should be:
  - (a) Numbered serially and accompanied by detailed caption list giving information on location of subject, name and description of subject, type of camera used, type of lens used, focal length, date and time of photograph, direction taken,
  - (b)  25X1
  - (c) Cross-referenced in the body of the report when photographs supplement and illustrate a detailed narrative.

b. It is recommended that:

- (1) AHIP approve the policies and elements of citation contained in sub-paragraphs (1) - (8) above.
- (2) Each member agency be requested to prepare revisions of collection regulations that will be essentially in conformity therewith.
- (3) The Working Group be dissolved.

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Chairman

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